



**United States Court
of International Trade**
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001

N O T I C E

ELECTRONIC CASE FILES (ECF) TRAINING IN NEW YORK, NY

The U.S. Court of International Trade has scheduled training classes in New York, NY, on the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) System. The classes will instruct participants on the Electronic Filing (E-Filing) process and procedures. A list of the class dates and times is attached. All classes will be held at the U.S. Court of International Trade, One Federal Plaza, Room 580, New York, NY.

If you are interested in attending the training on E-filing, please complete the form *Electronic Case Files (ECF) Training Class Registration Request* and either e-mail the request form to cmecf_training@cit.uscourts.gov or fax it to (212) 264-0441 to the attention of Eileen Caufield. You will receive confirmation of your attendance after your registration is accepted for one of the classes. As the number of computers in each class is limited, we must ensure that we do not overbook the classes. Also, for security reasons, the Clerk's Office must provide the Court Security Officers with an advance list of the participants attending each class. Therefore, please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class. Non-registered participants will not be permitted to attend the classes.

Participants attending the Electronic Case Files (ECF) training classes are asked to download a copy of the ECF User's Manual and class agenda and bring them when they report to class. Both the User's Manual and agenda may be found on the Court's website at www.cit.uscourts.gov under the Case Management/Electronic Case Files (CM/ECF) heading.

Additional training classes will be scheduled in selected cities within the next two months. An announcement will be posted listing those cities and dates once the schedule is finalized.

This course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 2.0 credit hours, which can be applied toward the Law Practice Management requirement.

Leo M. Gordon
Clerk of the Court

May 7, 2004

<u>Date</u>	<u>Time</u>	
Monday, June 7, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, June 8, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, June 8, 2004	2:00 p.m. - 4:30 p.m.	
Thursday, June 17, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, June 22, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, June 22, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Wednesday, June 23, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Wednesday, June 23, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Thursday, June 24, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Monday, July 12, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, July 13, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, July 13, 2004	2:00 p.m. - 4:30 p.m.	
Wednesday, July 14, 2004	10:00 a.m. - 12:30 p.m.	
Monday, July 19, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Tuesday, July 20, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Tuesday, July 20, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Wednesday, July 21, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Thursday, July 29, 2004	2:00 p.m. - 4:30 p.m.	
Friday, July 30, 2004	10:00 a.m. - 12:30 p.m.	
Monday, August 9, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, August 10, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, August 10, 2004	2:00 p.m. - 4:30 p.m.	
Wednesday, August 11, 2004	10:00 a.m. - 12:30 p.m.	
Monday, August 16, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, August 17, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, August 17, 2004	2:00 p.m. - 4:30 p.m.	
Wednesday, August 18, 2004	10:00 a.m. - 12:30 p.m.	
Monday, August 23, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, August 24, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, August 24, 2004	2:00 p.m. - 4:30 p.m.	
Wednesday, August 25, 2004	10:00 a.m. - 12:30 p.m.	

Electronic Case Files (ECF) Training Class Registration Request
U.S. Court of International Trade

Directions: Please complete the information requested below. You will receive confirmation, via e-mail or fax, of your class registration upon receipt and acceptance of your registration request. Since the number of computers in each class is limited, we must ensure that we do not overbook the classes. Also, for security reasons, the Court must provide the host sites with an advance list of the participants attending each class. **Therefore, please do not attend a class unless you have received notification from the Court confirming your class registration. Non-registered participants will not be permitted to attend the classes.** We appreciate your cooperation.

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Firm/Agency/Organization Name: _____

Street Address (include Floor & Room No.): _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone No.: _____ **Fax. No.:** _____

E-Mail Address: _____

States Admitted to the Bar: _____

Class Dates: 1st choice _____ **Time:** _____ **Location:** _____

2nd choice _____ **Time:** _____ **Location:** _____

Please place an (X) on the line next to each statement that applies:

1. I am an attorney admitted to practice before the Court: _____ Yes _____ No
2. I presently possess a CM/ECF login and password: _____ Yes _____ No
3. I require a CLE certificate of attendance for the training: _____ Yes _____ No
4. My level of computer experience is: _____ Basic _____ Intermediate _____ Advanced

Please either e-mail this form to cmecf_training@cit.uscourts.gov or fax it to (212) 264-0441 to the attention of Eileen Caufield. Thank you.

For Internal USCIT Use Only

Date registration confirmation sent to participant: _____

Class Date Scheduled: _____

Class Time Scheduled: _____ **Class Location:** _____

Electronic Case Files (ECF) Training Agenda U.S. Court of International Trade

<u>Topic</u>	<u>Length of Time</u>
Introduction	10 minutes
Converting/Scanning Documents to PDF	15 minutes
Log-in Directions and Review of CM/ECF System Options	10 minutes
Filing Events	
▶ Consent Motion for Extension of Time	15 minutes
▶ Motion to Intervene & Related Filings	15 minutes
BREAK	10 minutes
Filing Events (continued)	
▶ Motion for Judgment Upon Agency Record 56.1	15 minutes
▶ Response to Dispositive Motion for Judgment Upon Agency Record 56.1	10 minutes
Troubleshooting & Forms	15 minutes
Query Options	10 minutes
Report Options	15 minutes
Utilities Options	10 minutes
Total Time	2 hours 30 minutes

Electronic Case Files (ECF) Implementation Schedule

Any member of the Bar who attends ECF training will be allowed to e-file in any case within ten days of receiving the training, unless a judge orders otherwise;

July 1, 2004 - e-filing will be mandatory in **all new cases commenced as of that date**, unless a judge orders otherwise;

January 1, 2005 - e-filing will be mandatory in **all pending cases** unless a judge orders otherwise.